

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
NATIONAL BUSINESS CENTER
DENVER FEDERAL CENTER, BUILDING 50
P.O. BOX 25047
DENVER, COLORADO 80225-0047**

In Reply Refer To:
1534 (BC-653) P

August 19, 2003

EMS TRANSMISSION

Instruction Memorandum No. BC-2003-057

Expires: 09/30/2004

To: All Washington Office and Field Office Officials
Attention: Housing Managers and Timekeepers

From: Director, National Business Center

Subject: Cancellation of BLM Form 1530-16, Quarters Termination Notice

Program Area: Housing Management and Timekeeping

Purpose: To inform all Bureau of Land Management (BLM) housing managers and timekeepers that BLM Form 1530-16, Quarters Termination Notice, has been replaced by the A2 Form, Request for Biweekly Quarters Deductions.

Policy/Action: BLM Form 1530-16 will no longer be available through Printed Materials Distribution Services when present stock is depleted.

Timeframe: This Instruction Memorandum (IM) is effective upon receipt.

Budget Impact: None

Background: When the DOI/NBC Payroll Office released the A2 Form, there was no longer a need for BLM Form 1530-16. The A2 Form has now replaced it (see Attachment 1).

Manual/Handbook Sections Affected: None

Coordination: This document was coordinated with the BLM National Quarters Officer, BC-653, and the BLM Forms Manager, BC-652.

Contact: If you have any questions, please contact Bonnie Pomarico, BLM National Quarters Officer (BC-653), at (303) 236-9428; for further policy issues, please contact Jim Crews, BC-653, at (303) 236-4676.

Signed by:
Thomas F. Boyd
Director, National Business Center

Authenticated by:
Lynne J. Lotvedt
Staff Assistant

1 Attachment
1 – A2 Form (1 p)

Distribution:
ST-150A, BLM Library
BC-652, Karen Wrenn
BC-653, Bonnie Pomarico

U.S. Department of the Interior
REQUEST FOR BIWEEKLY QUARTERS DEDUCTIONS
Input Form

Location _____ Quarters No. _____

BUR _____ SUB BUR _____ BLK _____ ORG Code _____

Name _____ SSN _____

Transaction Code	Pay Code	Effective Date	Biweekly Amount	K*	Cost Structure
					9710RD

* For Payroll Use

Check One Transaction Code (TC):

____ (A) Add (New Occupancy)
____ (C) Change
____ (D) Delete (Vacating)

Name of Other Government Agency or Bureau:

Check One Pay Code:

Non-Required Occupant

____ House/Dorm (55A)
____ Trailer/Tent (55B)
____ Garage (54A)
____ Electricity (57A)
____ Meals (56A)
____ Commissary (59A)

Required Occupant

____ House/Dorm (55C)
____ Trailer/Tent (55D)
____ Garage (54D)
____ Electricity (57B)

Prepared by: _____

Date: _____

Certified Correct: _____

Date: _____

Additional Comments/Notations:

FOR PAYROLL USE ONLY

Input Date	Pay Period	Initials	Verified
_____	_____	_____	_____
Prorated Amount if Less Than 14 Day In A Pay Period \$ _____			
Total Deduction Amount Through Vacancy Date \$ _____			

Send the original A2 Form to The National Business Center, Payroll (D2663), 7301 W. Mansfield, Denver, CO 80235, or Fax to (303) 969-7411 and send a copy to Bonnie Pomarico, BC-653, Fax (303) 236-9470.